

**TOWN OF WAYNE**  
**BOARD OF TRUSTEES**  
PO BOX 160 / 117 N. SHANNON  
WAYNE, OK 73095

**NOTICE OF MEETING**

Type: Regularly Scheduled

Date: Monday September 13, 2021

Time: 6:00 PM

Place: Wayne Multi-Purpose Center, 111 N. Shannon, Wayne, OK

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**MINUTES for SEPTEMBER 2021**

**ORDER OF BUSINESS**

1. CALL TO ORDER 6 PM

2. ROLL CALL AND ESTABLISH QUORUM

Mayor Vincent Hibbard Present Vice Mayor Jessica Arnold Present Hailey Herrin Present  
Derrick Neal Present Diana Taylor Present

3. PLEDGE OF ALLEGIANCE (Derrick Neal to lead)

4. **NEW BUSINESS:** Trick or treat night will be Saturday October 30 from 5 – 9 PM. Teresa Brakefield asked if the town has agenda request forms and complaint forms.

5. **PUBLIC COMMENT:** Teresa Brakefield commented that she was put on the agenda without asking to be.

6. **DISCUSSION AND POSSIBLE ACTION on possible uses of the American Recovery Act funds.** The money must be designated no later than December 31, 2024 and project is to be completed no later than December 31, 2026. No action necessary.

7. **DISCUSSION AND POSSIBLE ACTION regarding resignation of Gary Taylor for Animal Control and Code Enforcement.** Motion to accept resignation made by Derrick Neal, seconded by Hailey Herrin. Ayes: Vincent Hibbard, Jessica Arnold, Hailey Herrin, Derrick Neal, Diana Taylor. Nay: none.

8. **DISCUSSION AND POSSIBLE ACTION regarding report of daily worklog and monthly punch list from Town Clerk, Emergency Manager, Code Enforcement Officer, and Animal Control Officer.** Derrick Neal would like daily work logs and a monthly punchlist from each employee at the monthly board meetings. If town employees don't supply these items, the board will begin weekly meetings in the office, and then daily meetings, if necessary. Mr. Neal also would like all employees to be aware of what is happening in all departments so that when asked, they don't have to refer to someone who does know it. Town Clerk spoke up that she has enough to do without having to write it all down as well. Town Clerk also said that we have our own jobs that we need to focus on and know about and it's too much to have to keep up with things that don't apply to our jobs. No action taken.

9. **DISCUSSION AND POSSIBLE ACTION regarding 71 Maxim fire engine.** Fire Department said that this was purchased with county funds. No action taken.

10. **DISCUSSION AND POSSIBLE ACTION regarding when we can get employee evaluations done.** The board discussed how these need to be done. Hailey Herrin said to schedule a 2 hour special meeting. The employee evaluation special meeting will be held September 20, 2021 at 6 PM. Motion to set

special meeting for September 20, 2021 at 6 pm was made by Derrick Neal, seconded by Jessica Arnold. Ayes: Vincent Hibbard, Jessica Arnold, Hailey Herrin, Derrick Neal, Diana Taylor. Nay: none.

11. **DISCUSSION AND POSSIBLE ACTION regarding job descriptions.** Tabled.
12. **DISCUSSION AND POSSIBLE ACTION on what to apply for on 2022 REAP Grant application.** Add to special meeting on September 20, 2021. Tabled.
13. **DISCUSSION AND POSSIBLE ACTION ON the Code Enforcement monthly report for August 2021.** Verbal report by Gary Taylor. Midwest Wrecker is waiting on OG&E to turn the power to the property off before they can demo the structures for the house at 202 East Division Street. Derrick Neal asked Gary to post a letter on Mr. Nelson's house at 205 Brady street to have it cleaned up. Motion to accept report made by Derrick Neal, seconded by Jessica Arnold. Ayes: Vincent Hibbard, Jessica Arnold, Hailey Herrin, Derrick Neal, Diana Taylor. Nay: none.
14. **DISCUSSION AND POSSIBLE ACTION ON the Wayne Emergency management monthly report for August 2021.** Written and verbal by Kristie Smith. Motion to approve report made by Derrick Neal, seconded by Jessica Arnold. Ayes: Vincent Hibbard, Jessica Arnold, Hailey Herrin, Derrick Neal, Diana Taylor. Nay: none.
15. **DISCUSSION AND POSSIBLE ACTION ON the Fire Department monthly report for August 2021.** Written report by Scott Thrash, verbal report by Sara Kennedy. Motion to approve report was made by Derrick Neal, seconded by Hailey Herrin. Ayes: Vincent Hibbard, Jessica Arnold, Hailey Herrin, Derrick Neal, Diana Taylor. Nay: none.
16. **DISCUSSION AND POSSIBLE ACTION ON the McClain County Sheriff monthly report for August 2021.** Written and verbal report by Deputy Marcus Graham. Motion to approve report was made by Derrick Neal, seconded by Hailey Herrin. Ayes: Vincent Hibbard, Jessica Arnold, Hailey Herrin, Derrick Neal, Diana Taylor. Nay: none.
17. **DISCUSSION AND POSSIBLE ACTION ON the Animal Control monthly report for August 2021.** Verbal report by Gary Taylor. One dog bite on Meek and Mill Streets. Dog had rabies shots, but was put down. Motion to approve report was made by Hailey Herrin, seconded by Diana Taylor. Ayes: Vincent Hibbard, Jessica Arnold, Hailey Herrin, Derrick Neal, Diana Taylor. Nay: none.
18. **DISCUSSION AND POSSIBLE ACTION ON the Town Clerk's monthly report for the month of August 2021.** Written and verbal report by Jamie Sheff. Motion to approve report was made by Derrick Neal, seconded by Hailey Herrin. Ayes: Vincent Hibbard, Jessica Arnold, Hailey Herrin, Derrick Neal, Diana Taylor. Nay: none.
19. **DISCUSSION AND POSSIBLE ACTION ON the consent items A-D** Motion to approve consent agenda items was made by Hailey Herrin, seconded by Diana Taylor. Ayes: Vincent Hibbard, Jessica Arnold, Hailey Herrin, Derrick Neal, Diana Taylor. Nay: none.
  - A. **Act on August 2021 Minutes.**
  - B. **Act on August 2021 Purchase Orders.**
  - C. **Act on August 2021 Financial Reports.**
  - D. **Act on August 2021 Payroll.**
20. **A POSSIBLE EXECUTIVE SESSION to discuss whether we need to adjust the employment status of Jamie Sheff, Kristie Smith, Gary Taylor, Robert Moore. Pursuant to Title 25 § Section 307 B1**

a. Acknowledgement of coming out of executive session. Session ended at 7:06 pm

21. ACT ON EXECUTIVE SESSION Board voted to give Jamie Sheff a \$1 per hour raise due to receiving her Court Clerk Certification.

22. ADJOURNMENT OF MEETING 7:08 pm

*Agenda approved this 3<sup>rd</sup> day of September 2021 by Mayor Vincent Hibbard at 3:00 pm.  
Publicly posted this 9<sup>th</sup> day of September 2021 at Town Hall, Multipurpose Center,  
Smileys Quick Stop, and Wayne Superette in Wayne, Oklahoma.*

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**Jamie Sheff, Town Clerk**